

Section 1- Standard Requirements for Approved Suppliers

The below requirements and information are requested in addition to information included within Express Circuits Ltd purchase orders.

- 1) The supplier will notify the organisation of any non-conforming product or service at the earliest available date. Any product or service found to be non-conforming by the supplier after delivery which may influence Express Circuits Ltd products must be confirmed to the Quality department.
- 2) The supplier is responsible for obtaining organisational approval for non-conforming product disposition. Approval requests are to be sent to Express Circuits Ltd QA department.
- 3) The supplier is responsible for informing the organisation of changes in product and/or process that may directly affect Express Circuits Ltd products including subcontracted services.
- 4) The supplier is responsible for informing the organisation of changes to their supplier base that may have a direct impact on Express Circuits Ltd product.
- 5) The supplier will inform the organisation of any changes to their manufacturing facility location and/ or processes relating to subcontract services offered.
- 6) The supplier will maintain an acceptable level of record retention, to provide information to the organisation if required (e.g., material C of C's). This must meet the requirement for assuring traceability of parts to their original or authorized manufacturer and permission to destroy must be granted by Express Circuits Ltd.
- 7) The organisation must take all available measures to prevent the use of counterfeit/ conflict zone sourced parts & products & inform Express Circuits Ltd if items of this nature are identified within the supply chain.
- 8) Ethical Dealings- Suppliers will have systems & procedures in place to ensure the highest standards of behaviour & ethics when dealing with any product/ service relating to Express Circuits Ltd & their wider business operation. These include but are not exclusive to anti bribery & corruption, environmental standards, social & ethical practice, anti-slavery & health & safety.
- 9) Product Safety- Suppliers are responsible for adhering to the requirements of the contract / purchase order to fully mitigate any potential risk to product safety.
- 10) The supplier will provide access by the organisation, their customer, and regulatory authorities to the applicable areas of all facilities and applicable records for audit or investigation purposes.
- 11) The organisation shall provide the supplier with information regarding any specific drawing, process, test or inspection specifications or verifications outside of the supplier's standard service.
- 12) The organisation is responsible for requesting any requirements for test specimens from suppliers (e.g. production method, number, storage conditions, samples) for inspection, verification, investigation or auditing purposes outside of the supplier's standard service.
- 13) The organisation is responsible for requesting information from the supplier regarding requirements for approval of product, procedures, processes/equipment, qualification of personnel and quality system requirements outside of those supplied as standard from the supplier.
- 14) Non-conformance reports (NCR) raised by the organisation are responded to by the supplier within 48hrs for containment and closure within 14 days unless an extension period has been requested.